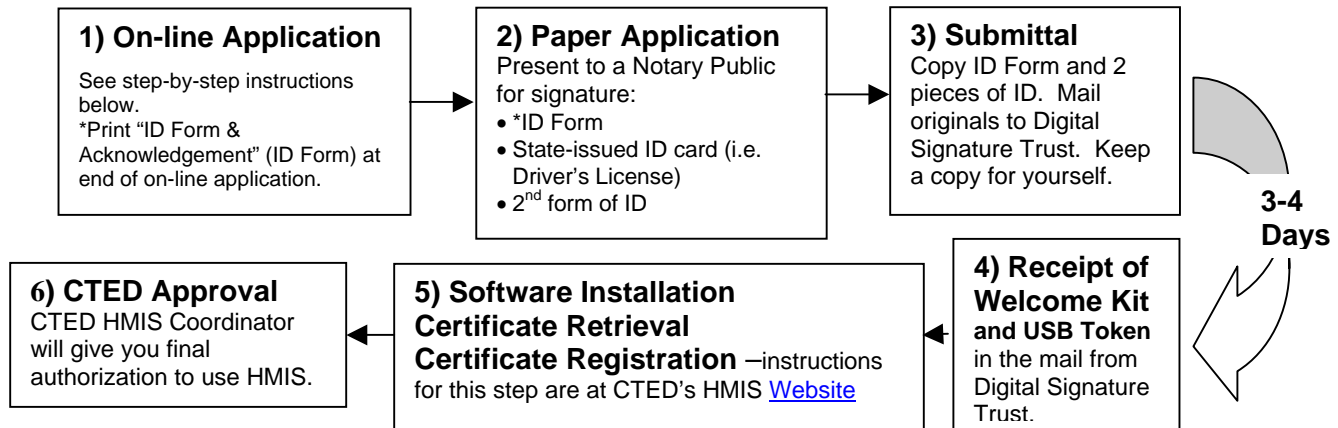


How to Apply for a Security Certificate and Token

Overview:

Before using the HMIS system, each HMIS User must go through an identity verification process in order to receive their *High Assurance Level* security clearance *Certificate and USB Token*. The process is diagrammed below in a flow chart, and details about each step follow.



1) Completing the On-Line Application

Before you Begin:

In order to complete the online portion of the application process, you will need the following:

- **State - issued ID card** (i.e. driver's license)
- Flexible Ordering Plan **Voucher Number** (assigned by CTED)
- Your Internet browser needs to be Internet Explorer 5.0 or above or Netscape 4.0 or above.

NOTE: At all costs, you must remember the passphrase you will soon be creating!

To Apply For Your Security Certificate And Token:

1. Open your browser and go to <http://www.digsigtrust.com/state/wa/>

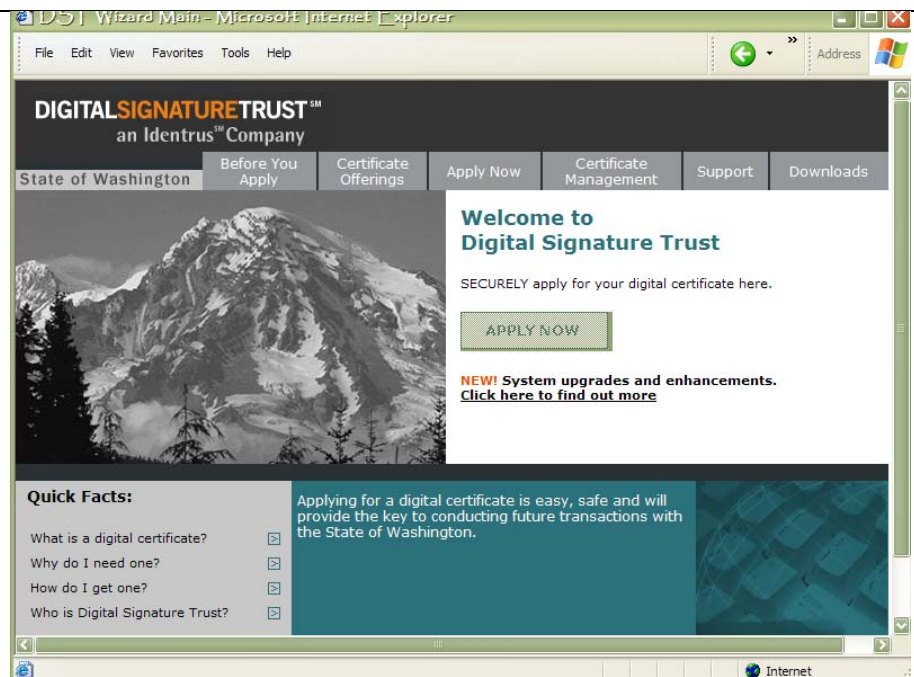
Click

APPLY NOW

You will go to an "APPLY NOW" page.

Select

Begin Application Phase



2. At "Choosing Your Digital Certificate", select **'High Assurance - Signing & Encryption Certificate'**

At the next screen, select **| Next >** again.

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State of Washington

Choosing Your Digital Certificate

Please select the assurance level and key options for your digital certificate and click "Next >" at the bottom of this page to proceed.

Choosing any of the High or Intermediate Assurance options will require that you store your certificate(s) on a hardware storage mechanism — either a Datakey Model 330 Smart Card (with Smart Card Reader) or a Rainbow Technologies iKey 2000/2032 USB Token. If you already have one of these devices, you may not be required to purchase a new one.

How do I know if I need a new Smart Card or USB Token?

If you need to order a new Smart Card or USB Token, you will receive it after your application has been approved along with instructions for retrieving your certificate.

☐ High Assurance - Signing Certificate Only

☒ High Assurance - Signing and Encryption Certificates

☐ Intermediate Assurance - Signing Certificate Only

| Next >

3. Enter the voucher number to begin the application process and then choose **| Next >**

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State of Washington

Apply Now

You can now begin the application phase. After you have completed the application phase, State of Washington will attempt to validate your identity by sending a letter to your home address.

Before you begin, have the following information ready:

- Photo ID: Driver's License or State Identification Card
- Payment method information: Credit Card, Order Number or Voucher Number

NOTE: to pay by Purchase Order, submit your Purchase Order before you apply. See [instructions](#) for more information.

Voucher Information

If you have a voucher number, please enter it below. If you do not have a voucher number, you will be asked for other billing information later in the registration process.

Enter Voucher Number

To begin the application phase, choose "Next >" at the bottom of this page.

| Next >

4. Fill out the form with your name and address and then click **| Next >**

Make sure to use your **home** address and not your work address, since your identity is being verified.

* Indicates required field

First Name* Middle Initial

Last Name*

Has your last name changed within the last 6 months? ☐ Yes ☒ No

HOME Address Line 1*

HOME Address Line 2

City*

State*

County Note: required only for residents of the State of Washington

Zip*

Has your home address changed in the last 6 months?* ☐ Yes ☒ No

Is the U.S. Postal Service able to deliver to this address?* ☒ Yes ☐ No ☐ Not sure

| Next >

5. Fill out the form with your birthday, ID information, and contact information, and then click **| Next >**

Note: We recommend using your work email address.

Date of Birth*	<input type="text"/> / <input type="text"/> / <input type="text"/> MM / DD / YYYY
Social Security #*	<input type="text"/> - <input type="text"/> - <input type="text"/>
Photo ID Type*	Driver's License <input type="button" value="v"/>
Photo ID #*	<input type="text"/>
Photo ID State*	choose one <input type="button" value="v"/>
Photo ID Expiration*	month <input type="button" value="v"/> / year <input type="button" value="v"/>
Email Address*	<input type="text"/>
Office Phone*	<input type="text"/> - <input type="text"/> - <input type="text"/> Extension <input type="text"/>
Home Phone*	<input type="text"/> - <input type="text"/> - <input type="text"/>

| Next >

6. Choose a passphrase, enter it twice, and then click **| Next >**

Remember your passphrase for future use!

Enter your passphrase:	<input type="text"/>	Note: Your passphrase must be 8-30 characters in length, may contain letters, numbers, and <u>some special characters</u> , and is case sensitive.
Re-enter your passphrase:	<input type="text"/>	

| Next >

7. Select three secret questions you can answer in case you forget your password and then click **| Next >**

(Note: The questions in the list change frequently and may be different than those shown here.)

Please select three questions from the list below.

- ☐ What is your least favorite movie?
- ☐ What is your least favorite sport?
- ☐ Where did you first meet your significant other?
- ☐ What is your favorite pastime/hobby?
- ☐ What is the name of your mechanic?
- ☐ Who is your least favorite author?
- ☐ What was your least favorite class/subject in school?
- ☐ Where is your favorite vacation spot?
- ☐ What is the closest clothing store to your home?
- ☐ What is your favorite flavor of ice cream?

| Next >

8. Enter the answers to the questions you selected

A screen will appear to confirm all the info you've entered. Click "Next" if it is OK, or "Back" if you need to make changes.

Question 1:	Where did you first meet your significant other?	(1-30 characters, Letters and Numbers Only)
Your Answer:	<input type="text"/>	
Question 2:	What is your favorite pastime/hobby?	(1-30 characters, Letters and Numbers Only)
Your Answer:	<input type="text"/>	
Question 3:	What is the name of your mechanic?	(1-30 characters, Letters and Numbers Only)
Your Answer:	<input type="text"/>	

9. Read the agreement and click the check box to accept the terms. Then click **| Next >**

SUMMARY OF TERMS

Below is a summary of the terms of this Subscriber Agreement. BY CHECKING THE "I ACCEPT THE COMPLETE TERMS AND CONDITIONS OF THE SUBSCRIBER AGREEMENT" BOX BELOW, YOU AGREE:

- TO REPRESENT YOURSELF TRUTHFULLY IN DEALING WITH DST;
- TO PAY CERTIFICATE ISSUANCE AND RENEWAL FEES ON A TIMELY BASIS;
- THAT FAILURE TO PROTECT YOUR PRIVATE KEY(S) OR TO NOTIFY DST OF THE SUSPECTED THEFT, COMPROMISE OR MISUSE OF YOUR PRIVATE KEY(S) MAY ENABLE SOMEONE ELSE TO IMPERSONATE YOU AND LEGALLY OBLIGATE YOU WITHOUT YOUR CONSENT;
- TO KEEP THE PRIVATE KEY, SECURE;
- TO REQUEST REVOCATION OF THE CERTIFICATE IF YOU EVER SUSPECT THAT THE SECURITY OF THE PRIVATE KEY MAY HAVE BEEN COMPROMISED;
- TO THE COMPLETE TERMS OF THIS AGREEMENT.

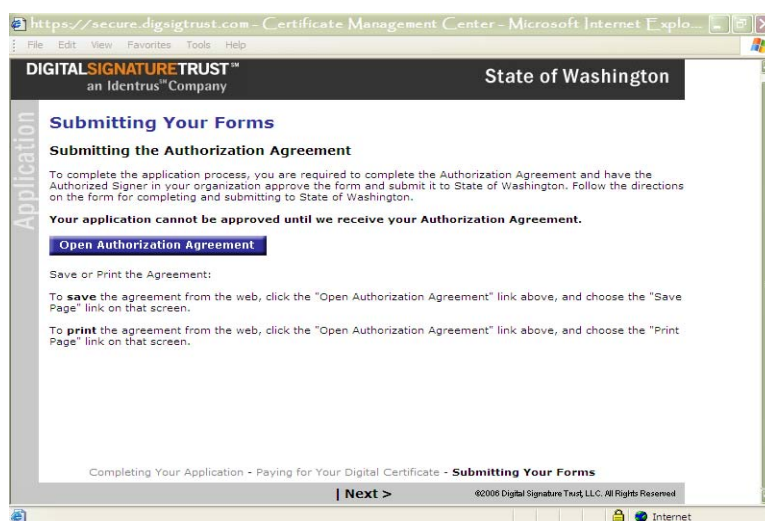
IF YOU CHOOSE NOT TO ACCEPT THIS AGREEMENT, CLICK THE "CANCEL" BUTTON BELOW, IN WHICH CASE YOU MAY NOT APPLY FOR A DIGITAL CERTIFICATE.

[View complete subscriber agreement](#)

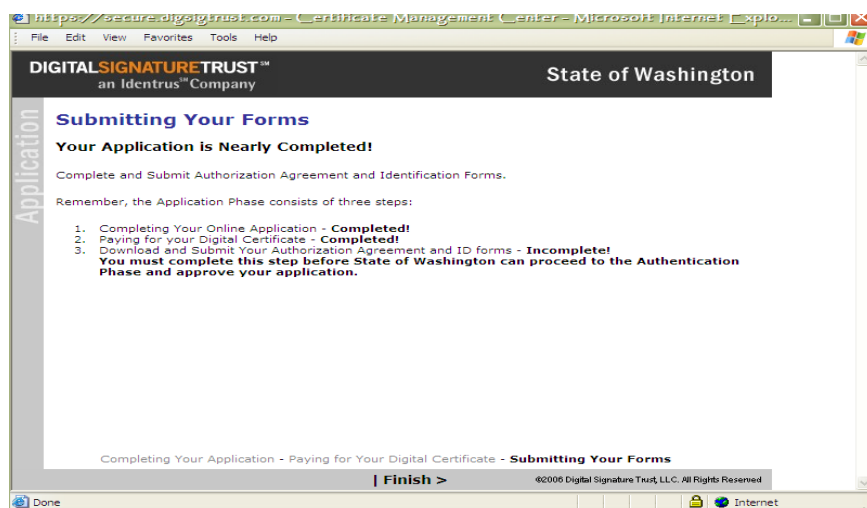
☒ I accept the complete terms and conditions of the [subscriber agreement](#)

10. Click "Open Authorization Agreement" to save, fill out and print form.

Click **| Next >**



11. A reminder is given to complete the paper application. Click "Finish".



2) Paper Application

Have the following documents notarized by a Notary Public:

- “Identification Form and Acknowledgment” (printed at end of on-line application)
- State ID card (i.e. Driver’s License)
- 2nd Form of ID* (any of the following):
 - Passport
 - Military ID
 - College photo ID
 - Employee photo ID (with employee name and address)
 - Major credit card
 - Social Security Card
 - Utility bill from within the last 30 days

*Digital Security Trust will attempt to match and verify your name and home address from available databases and the information you provide. If the name and address you provide do not match the sources they check, they will send you a letter requesting an original utility bill **or** credit card or bank statement from the last 30 days. You may help avoid this additional verification step by submitting a utility bill as your 2nd form of ID in your paper application. If you choose a different 2nd form of ID, you may submit an original credit card or bank statement in addition to your 2 forms of ID with your paper application (feel free to black out account numbers).

3) Submittal

- Make a copy of your two ID’s and the “Identification Form and Acknowledgment”
- Mail the originals to:

State of Washington PKI
c/o Digital Signature Trust, LLC
P.O. Box 22930
Salt Lake City, UT 84122-0930

4) Receipt of Welcome Kit and USB Token

You will receive an email confirming your online application. You should then receive your “Welcome Kit” and USB “Token” in the mail (via either US Mail or UPS) three to four days after completing your online application and mailing in your notarized form. Note that you will receive your Welcome Kit and token at your home address. You will need this token to access HMIS, so keep it in a safe place at work or on your key chain (it’s a fob). After you receive this Welcome Kit, call or e-mail Lorelei Walker at 360.725.3028 or loraleiw@cted.wa.gov to make an appointment to install software and retrieve certificate from the Internet. **YOU MUST HAVE YOUR PASSPHRASE TO COMPLETE THIS NEXT STEP!!**

If you need assistance at any point, you can contact customer support at (888) 248-4447 or helpdesk@trust.dst.com, anytime Monday-Friday between 6am and 5pm Pacific Time.

Please Note:

- You may want to print confirmation of your online application and keep it for your reference (along with the copies of your hard-copy application) until receiving your Welcome Kit
- Your program/agency will need to keep evidence of your current security certificate on file.
- You will need to renew your Certificate annually. The cost is \$35.

Last, but not least, please remember your passphrase!!